



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Date: 8/27/2019 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 1:10 PM

CCLC-38939

Sunbrook Academy at Stockbridge

5006 Hwy 155 N Stockbridge, GA 30281 Henry County
 (678) 284-6001 director.stockbridge@sunbrookacademy.com

Regional Consultant

April Brown

Phone: (770) 357-5101
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 april.brown@decals.ga.gov

Mailing Address
 Same

Quality Rated:

| Compliance Zone Designation | | | Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------------------------|---------------|--|
| 08/27/2019 | Monitoring Visit | Good Standing | |
| 08/06/2019 | Complaint Closure | Good Standing | |
| 06/20/2019 | Complaint Investigation Follow Up | Good Standing | |

Ratios/License Capacity

| Building | Room | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes |
|----------|------------------------------|-----------------|-------|----------|------|------------|--------------|------------|--------------|-------------|
| Main | (A) 1L - Infant B | Infants | 2 | 7 | C | 12 | C | NA | NA | Floor Play |
| Main | (B) 2L - Senior A | Two Year Olds | 2 | 14 | C | 19 | C | NA | NA | Music |
| Main | (C) 3L - Junior B | One Year Olds | 3 | 16 | C | 19 | C | NA | NA | Free Play |
| Main | (D) 4L middle- PreK 3A | Three Year Olds | 2 | 10 | C | 15 | C | NA | NA | Circle Time |
| Main | (E) 5L middle - Pre-K 4A | | 0 | 0 | C | 16 | C | 23 | C | Not In Use |
| Main | (F) 6L middle - GA Pre-K (b) | PreK | 2 | 21 | C | 23 | C | NA | NA | Centers |
| Main | (G) 5R - GA Pre-K (a) | PreK | 2 | 21 | C | 23 | C | NA | NA | Art |
| Main | (H) 4R - PreK 3B | Three Year Olds | 1 | 12 | C | 21 | C | 29 | C | Art |
| Main | (I) 3R - Junior A | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| Main | (J) 2R - Senior B | Two Year Olds | 2 | 13 | C | 14 | C | NA | NA | Circle Time |
| Main | (K) 1R - Infant A | | 0 | 0 | C | 13 | C | NA | NA | Not In Use |

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 212

Total # Children this Date: 114

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 212

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------------|----------------------|-----------------------|
| Main | Plgd-A (Inf.) | 31 | C |
| Main | Plgd-B (Preschool) | 77 | C |
| Main | Plgd-C (Schoo-age) | 264 | C |
| Main | Plgd-D (Preschool) | 95 | C |

Comments

Plan of Improvement: Developed This Date 08/27/2019

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov

Brittany Cook, Program Official

Date

April Brown, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities at this time.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be met by the center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Technical Assistance

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children. Please check to ensure that cabinets with magnets lock after each use.

591-1-1-.26 Playgrounds(CR)

Not Met

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation the school age Playground C had an active ant bed on the left side walk area. Two active ant beds were also observed at the entrance of the preschool Playground D. Additionally, on the school age Playground C, vines and tree limbs were protruding through the back right fence.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. The center will treat all ant beds and monitor the playground daily prior to children being aloud to play. The center will trim / cut all tree limbs and vines as required.

Correction Deadline: 8/27/2019

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)

Met

Comment

Staff stated proper knowledge of diapering procedures on this date.

591-1-1-.17 Hygiene(CR)

Met

Comment

Staff were observed to remind children to wash hands on this date.

591-1-1-.20 Medications(CR)

Not Met

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on a review of records documentation was incomplete for two children in care in that the medication authorization form did not have documentation of the dates, time given, amount, noticeable adverse reaction and signature of staff administered by as required.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 8/27/2019

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Age-appropriate discussion and redirection observed on this date.

591-1-1-.36 Transportation(CR)

Not Met

Comment

A current and completed inspection was observed for both vehicles used in transporting children on this date. Vehicle with tag number ending in D9996 was completed on November 6, 2018. Vehicle with tag applied for had an inspection completed on April 19, 2019.

Comment

Both vehicles used in transporting children had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records the driver or other designated staff person did not document in writing immediately with a check or other mark / symbol to account for three children transported during routine morning transportation to Woodland Elementary School on August 5, 2019, August 6, 2019, August 12, 2019 and August 13, 2019. The driver or other designated staff person did not document in writing immediately with a check or other mark / symbol to account for two children transported during routine after school transportation from Woodland Elementary School on August 5, 2019. One child was not accounted for with a check or other mark / symbol during routine after school transportation from Woodland Elementary School on August 6, 2019. Additionally, the driver or other designated staff person did not document in writing immediately with a check or other mark / symbol to account for two children transported during routine after school transportation from Cotton Indian Elementary School on August 16, 2019.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 8/28/2019

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records the driver did not document in writing the time of arrival back to the center during routine after school transportation from Lorraine Elementary School on August 9, 2019. Additionally, the driver did not document in writing the time of arrival back to the center during routine after school transportation from Pleasant Grove Elementary School on August 16, 2019.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 8/28/2019

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

Discussed SIDS and infant sleeping position on this date.

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Date of Hire: 04/17/2017 | |
| Staff # 2 | Met |
| Date of Hire: 04/26/2018 | |
| Staff # 3 | Met |
| Date of Hire: 07/27/2018 | |
| Staff # 4 | Met |
| Date of Hire: 06/11/2019 | |
| Staff # 5 | Met |
| Date of Hire: 11/26/2018 | |
| Staff # 6 | Met |
| Date of Hire: 09/22/2016 | |

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Met**

Comment

Criminal record checks were observed to be complete on this date.

Comment

Director provided seven files for employees hired since last visit which was completed on February 25, 2019.

591-1-1-.31 Staff(CR) **Met**

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment

Center observed to maintain appropriate staff:child ratios on this date.

591-1-1-.32 Supervision(CR) **Met**

Comment

Adequate supervision observed on this date.